

CORRESPONDENCE PRODUCTION CHART
(Work Sheet)

TYPE OF ACTION	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL
Final Replies	XXXXXXXXXX					()
* Final Dfts Prepared for Typist						
** Referred for Direct Reply						
Finals Prepared and Typed						
Typed fr Steno Notes or Dfts						
Ack'mts and Interim Replies						
DF's & Msg Forms (Including TWX's)						
R/S (Other than for direct reply)						
TOTAL						
Paid Overtime						
Unpaid Overtime						

Remarks:

- * Includes necessary research and drafting
- ** Includes preparation or draft of RS and acknowledgment (includes telephone or letter)

For Week Ending: _____

Name: _____

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VERBAL OR TELEPHONE INQUIRY RECORD

CONGRESSIONAL
PERSONAL
ROUTINE

LAST NAME - FIRST NAME - MIDDLE INITIAL

GRADE

SERVICE NUMBER

HOME ADDRESS OR ORGANIZATION AND STATION

PERSON CALLING

OFFICE OR RELATIONSHIP

TELEPHONE NUMBER

INFORMATION OR ACTION SOUGHT

INFORMATION GIVEN OR ACTION TAKEN

CLERK TAKING CALL

TIME

SEARCHED BY

TIME

ANSWERED BY

TIME

DATE

SIGNATURE OF PERSON DIRECTING ACTION

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